

VACANCY ANNOUNCEMENT # 14/11/78

COMMERCIAL SPECIALIST

Full Performance Level: FSN-10 (OR); FP-5 (NOR)

Developmental Level: FSN-9 (OR); FP-5; FSN-8 (OR); FP-6

From: Human Resources Office
Open to: All interested candidates
Opening Date: December 9, 2014
Closing Date: December 23, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: January 5, 2014

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Commercial Specialist in the Foreign Commercial Section (FCS).

BASIC FUNCTION OF POSITION

The incumbent is a professional analyst and advisor to the Commercial Section Chief and Commercial Officers in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services. Assists U.S. firms by developing marketing strategies, researching and writing market reports, planning and executing trade events, identifying business opportunities, counseling U.S. exporters and facilitating matchmaking programs. Maintains professional expertise in assigned sectors.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

FULL PERFORMANCE LEVEL FSN-10/FP-5:

1. Education: A bachelor's degree in economics, marketing, business administration, industrial engineer or international trade is required.

2. Experience: At least five years of experience providing counseling and crafting customized solutions involving the export of goods and services to foreign countries; experience researching, interpreting and analyzing trade and economic data; experience organizing export related initiatives and/or programs; experience building international trade-related partnerships; and experience working with trade statutes and regulations is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must understand CS trade promotion goals, programs, policies and procedures, including marketing strategies and reporting requirements. Must have knowledge of local commercial laws and local business practices, and a clear understanding of Peruvian development planning and contract award procedures. Must have good working knowledge of Peru's industry and business sectors, economy, local business trade practices, restrictions, and organization. Thorough knowledge of U.S. business practices, problems and objectives.

5. Skills and Abilities: Must have excellent skills in the use of standard office computer software (Word, Excel, PowerPoint, and Outlook) and internet-based communications are required. Use on-line and internet information resources to compile industry and commercial information.

DEVELOPMENTAL LEVEL FSN-9/FP-5:

1. Education: A bachelor's degree in economics, marketing, business administration or international trade is required.

2. Experience: At least four years of experience providing guidance on or assisting in the export of goods and services to foreign countries; experience researching, interpreting and analyzing trade and economic data; and experience working with trade statutes and regulations is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must understand CS trade promotion goals, programs, policies and procedures, including marketing strategies and reporting requirements. Must have knowledge of local commercial laws and local business practices, and a clear understanding of Peruvian development planning and contract award procedures. Must have good working knowledge of Peru's industry and business sectors, economy, local business trade practices, restrictions, and organization. Thorough knowledge of U.S. business practices, problems and objectives.

5. Skills and Abilities: Must have excellent skills in the use of standard office computer software

(Word, Excel, PowerPoint, and Outlook) and internet-based communications are required. Use on-line and internet information resources to compile industry and commercial information.

DEVELOPMENTAL LEVEL FSN-8/FP-6:

1. Education: A bachelor's degree in economics, marketing, business administration or international trade is required.

2. Experience: At least three years of experience working with or advising on the export of goods and services to foreign countries; and experience researching trade and economic data is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must understand CS trade promotion goals, programs, policies and procedures, including marketing strategies and reporting requirements. Must have knowledge of local commercial laws and local business practices, and a clear understanding of Peruvian development planning and contract award procedures. Must have good working knowledge of Peru's industry and business sectors, economy, local business trade practices, restrictions, and organization. Thorough knowledge of U.S. business practices, problems and objectives.

5. Skills and Abilities: Must have excellent skills in the use of standard office computer software (Word, Excel, PowerPoint, and Outlook) and internet-based communications are required. Use on-line and internet information resources to compile industry and commercial information.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.

4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under s Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Current employees of the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

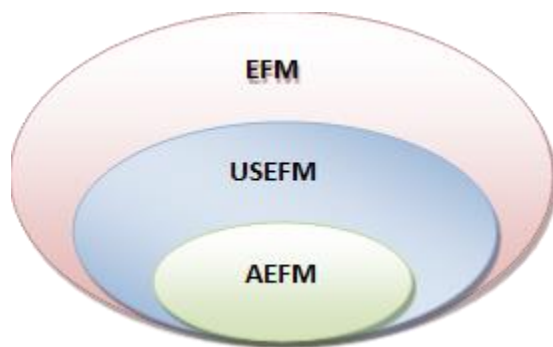
Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in

hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: December 23, 2014

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Major Duties and Responsibilities of the Position

Business Matchmaking and other CS Products and Services -- 25%

The incumbent is responsible for the identification of distributors, representatives, or joint venture candidates under the Gold Key Service (GKS), International Partner Search (IPS) and other core CS services, and prepares company background checks (ICP), as requested. He/she also investigates and makes recommendations for the resolution of complex and sensitive trade complaints and advocacy cases presented by U.S. firms, some of which involve large sums of money.

Trade Events -- 25%

The incumbent proposes trade events (trade missions, exhibitions, seminars, videoconferences, etc.) within the assigned sectors of responsibility, and works to implement them as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff, as well as trade associations and/or trade fair authorities). Specific responsibilities include such things as organizing logistics and event/meeting schedules, preparing promotional materials, drafting market research and briefing materials, preparing and monitoring budgets, supervising contractors, managing promotion, on-site activities recruitment, and preparing end-of-show reports. He/she follows up with clients for all events, products, and services in assigned sectors to identify and report export success stories in a timely manner. He/she also tracks client satisfaction and uses results to propose and implement improvements for future events, products, services, and procedures. In trade missions led by high-ranking USG officials, the incumbent works closely with the USG official's office to prepare the agenda and the event scenarios. The incumbent also identifies the most important trade exhibits in the United States, and organizes groups of Peruvian firms to attend. Briefs local buyer groups on U.S. business practices and advises them on partnering with appropriate U.S. firms.

Counseling -- 20%

The incumbent advises U.S. firms, Commercial Section Chief, Commercial Officers, and other U.S. government personnel regarding relevant trade and commercial issues, as well as effective

strategies for market entry and participation in major projects. He/she responds to a wide range of trade inquiries from U.S. firms seeking to export, as well as requests from local firms and/or government institutions interested in buying U.S. products and services. He/she prepares talking points and speeches in both English and Spanish, and gives presentations on CS programs and bilateral commercial relations to business audiences in both the United States and Peru.

Market Research -- 10%

The incumbent stays up-to-date in regulatory matters affecting assigned sectors as well as general trade issues. These may include laws, regulations, standards, procedures, and other legal matters affecting the importation of U.S. goods and services. The incumbent prepares market studies in assigned sectors, analyzes statistics on bank and key market information to forecast trends, and identifies opportunities in their targeted sectors. Sources of information include: Government of Peru officials, official reports, industry and trade associations, trade directories and web sites. When formal statistical information does not exist, incumbent must use their own good judgment and analytical ability to estimate data. The incumbent is responsible for both standard and customized market research reports. Occasionally such reports are performed by outside contractors, in which case the incumbent selects and supervises the contractors, and reviews the final report for conformity with Commercial Service quality standards.

Trade Contacts and Market Development -- 20%

The incumbent serves as the principal advisor to the Chief of the Commercial Section and other American officers in the sectors of assigned responsibility. In this capacity, he/she develops and maintains a wide range of contacts vital to U.S. commercial interests, including senior level Peruvian authorities, executive level business leaders, and trade associations within the assigned industry sectors. He/she leverages these contacts to: find solutions to problematic trade issues, resolve trade complaints, identify trade opportunities and potential partners for U.S. firms. He/she makes recommendations to promote U.S. exports in Peru's complex, rapidly changing and highly competitive political and economic environment. Works closely with Peruvian authorities, associations and leading private sector companies to eliminate non-tariff barriers that jeopardize U.S. exports.